

**REQUEST FOR PROPOSAL
LOGAN COUNTY COURTHOUSE RESTORATION AND REHABILITATION, PHASE TWO
CHS/SHF PROJECT #2004-02-027
DOLA PROJECT EIAF #4685
STERLING, COLORADO**

I. Introduction and Scope of Services

The Board of County Commissioners of Logan County, Colorado, is seeking proposals from qualified firms to design and supervise construction of several modifications to the Logan County Courthouse. These modifications include:

- Highest priority exterior façade masonry conservation, repairs, and related;
- Phase Two select interior finishes restoration, rehabilitation, and related improvements;
- HVAC systems replacement and related improvements, site utilities, electrical and control systems;
- Other modifications as may be required by the above.

The Logan County Courthouse is on the Colorado State and National Historic Registers. Thus, proposed modifications must be in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, and in general compliance with select ADA, state, and local building codes. With the assistance of grants from the Colorado Historical Society/State Historical Fund, an Historic Structure Assessment and Preservation Master Plan, Site Master Plan, Space Master Plan, Phasing Plan, Phase One Plans and Specifications, and this Phase Two Grant Scope of Work, have been developed by A-E Design Associates, PC, of Fort Collins. These documents are available for viewing at the Commissioners' Office, Logan County Courthouse Annex, 315 Main Street, Sterling Colorado and on file with the Colorado Historical Society/State Historical Fund Offices. Excerpts from the current Phase Two Grant, relative to the above efforts, are attached to this RFP.

Be advised that the above task list is but the second step in our intended comprehensive restoration and rehabilitation of this courthouse, while retaining its historic integrity. A portion of the project is made possible by a companion grant from the Colorado Department of Local Affairs through their Energy Impact grants. The remainder of the funding for Phase Two is from Logan County resources.

II. Requirements of Proposals

Each firm shall be required to submit a proposal to contain the following minimum requirements:

- Proof of Professional licensure in Colorado;
- Recent experience working on similar historic structures listed on the State and/or National Historic Registers;
- Recent experience working on the restoration and rehabilitation of historic courthouses;
- Recent experience assisting CHS/SHF grant recipients with grant writing, scope of work and budget development, reporting, deliverable preparation and submittal, construction cost trending and reconciliation to grant budget and scope of work exhibits, and general construction project management procedures.

- Identification of the names of principals, and key personnel who will be members of the project team for this particular project. Identify relevant experience and length of time with the firm;
- Identify any outside associates or consultants that may be or are subcontracted and who would be used for this project;
- Client references of at least three recent/current similar projects;
- Indicate your understanding of this project's Scope of Work and include a brief overview of how you anticipate accomplishing these tasks;
- A projected preliminary time table;
- Estimated cost for the tasks listed above;
- An itemized listing of your firm's fees for this project.

III. Evaluation

For a period following the submittal deadline, the Board of Logan County Commissioners will conduct an evaluation of proposals. Those submitting responses to this RFP should recognize that their proposals will be available to the public, except those portions specifically designated confidential (see paragraph V below).

The Board of Logan County Commissioners may select two or more firms to be invited for an interview, or may choose to award this project without interviewing.

Selection criteria will include, but may not be limited to:

- Relevant experience and qualifications of the proposers;
- Satisfaction of clients/end users;
- Understanding of the specifics of this project;
- Understanding of current CHS/SHF guidelines, grant policies, and procedures;
- Construction contract administration and project management assistance experience and innovation;
- Compatibility with end users;
- Fee estimate.

IV. Deadline for submission of proposals

All proposals shall be sealed and shall be submitted to the Logan County Commissioners Office at 315 Main Street, Sterling, CO 80751 by 5:00 P.M. on Monday, March 29, 2005. Please submit four (4) copies of the proposals. Late proposals will not be accepted.

If you have any questions, contact Commissioner Chairman Greg Etl at 970-522-0888.

Tours of the courthouse, and review of the referenced documents can be arranged by contacting the Logan County Commissioners' Office at the above listed telephone number.

A pre-proposal conference will be held at the Logan County Courthouse Annex, 315 Main Street, Sterling, Colorado, at 1:00 P.M. on March 14, 2005. If you plan to attend this conference, in order to make this conference as productive as possible, we request that you complete your initial investigations at the courthouse and document review prior to attendance.

V. Miscellaneous

The Board of Logan County Commissioners reserves the right to reject any proposal for failure to meet the requirements contained herein, to waive any technicalities or irregularities, and to select the proposal which, in the County Commissioner's sole judgment, best meets the requirements of the project.

This RFP creates no obligation on the part of the County to award a contract or to compensate offerors for qualifications preparation expenses. The County reserves the right to award a contract based upon qualifications received without further discussion or negotiation. Offerors should not rely upon the opportunity to alter their qualifications during discussions.

The county further reserves the right to make such investigation as it deems necessary to determine the ability of offerors to furnish the required services, and offerors shall furnish all such information for this purpose as the County may request.

Offerors must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of qualifications. Such designations will not necessarily be conclusive, and offerors may be required to justify why the County should not, upon written request, disclose such material.

The County will send individual mailings to firms that have already expressed an interest in this project and advertise per CHS/SHF grant/contract guidelines in the following publications:

- Sterling Journal Advocate.
- Fort Collins Coloradoan.